



## Coordinator Scholarships

We believe that an educated community makes a strong community. Our scholarship program helps hundreds of Kalamazoo area students gain access to the skills, support and money they need to take advantage of educational opportunities. In 2014 we awarded over \$1.18 million in scholarships.

We are currently looking for a self-starter with top notch customer service skills to coordinate the activities related to our scholarship program. This position works closely with students, parents and high school administrators. It is your opportunity to have a direct impact on the lives of Kalamazoo area students.

### **Responsibilities:**

- **Scholarship Application:** Oversees and facilitates the scholarship application process from development, distribution and receipt of the application through the payment of scholarship awards.
- **Data Maintenance and Information Technology:** Creates and maintains all scholarship data with an emphasis on a paper-less office environment and an eye towards identifying and implementing technology improvements.
- **Community and School Outreach:** Promotes scholarship programs with high school counselors, students and families through a variety of methods including presentations.
- **Scholarship Advisory Committees:** Coordinates scholarship advisory committees. Prepares timely, customized, accurate and complete applicant information and materials to all advisory committees.
- **Marketing and Communications:** Coordinates annual marketing plan for scholarships including millennial marketing strategies.

### **Knowledge, Skills & Abilities:**

- At least an Associate's degree or applicable experience
- Excellent communication, organization, and critical thinking skills
- Technology and information systems savvy with the ability to develop new skills.
- The ability to work independently, attend to multiple tasks, remain flexible, and well organized

- Comfortable speaking in front of an audience.
- A working knowledge of financial aid and college life preferred in order to effectively interact with applicants and their families.

**We Offer**

- **Fantastic work environment**
- **Competitive salary and benefits**
- **Room to grow and advance**